



## **Grants Compliance and Accounting Officer**

**About the Education Achievement Authority:** The Education Achievement Authority is a new statewide school system that will assume operation of the lowest five (5) percent of performing schools in the state of Michigan that are not achieving satisfactory results on a redesign plan or that are under an Emergency Manager. It is designed to provide a new, stable, financially responsible set of public schools that create the conditions, supports, tools and resources under which teachers can help students make significant academic gains. It will first apply to underperforming schools in Detroit in the 2012–2013 school year and then be expanded to include low performing schools throughout Michigan.

**JOB TITLE:** Grants Compliance and Accounting Officer

**REPORTS TO:** Controller

### **SUMMARY of POSITION:**

Reporting to the Controller in the Division of Finance, Accounting and Operations, the Grants Compliance and Accounting Officer will be responsible for oversight of all private grant/contract awards to the Education Achievement Authority of Michigan (“EAA”) by providing expertise and guidance in fiscal, programmatic, and outcomes/evaluations required of each funding source.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

The person filling this position will also assume responsibility for assuring compliance of all grants/contracts awarded to EAA which will include the following:

- Maintaining a database for all grants/contracts reporting deadlines and links to archival reports, draw-downs of revenue and fiscal expenditures;
- Developing and maintaining a Grant Management Handbook that will be consistent with state and federal guidelines;
- Staying current with all federal regulations and guidelines;
- Ensuring that all monthly and annual Time and Effort Reports are completed on time and correctly completed;
- Ensure all grant expenditures are in compliance with approved plans and grant regulations;
- Working with the Business/Fiscal Affairs and Operations Division of the EAA to ensure appropriate distribution of funds and that all grants/contracts are closed-out;
- Securing appropriate approvals for grants, contracts, subcontracts, agreements, and memorandums of understanding;
- Assisting with coordination of site visits;
- Staying abreast of program compliance, providing technical assistance, identifying options, and making recommendations on grant preparation and implementation through site visits, workshops, training, and other management assistance services.
- Holding meetings with grant/contract managers;

- Working with building principals to ensure correct implementation and outcomes/evaluation data;
- Performing some general accounting duties;
- Performing other duties as assigned.

#### **EDUCATION AND EXPERIENCE:**

Minimum qualifications include:

Bachelor's Degree in Statistics, Computer Information, Business Administration, or related fields with strong accounting and project management knowledge/ experience. **Preferred:** Master's Degree in Business Administration, Statistics or related field.

#### **EXPERIENCE:**

At least three years' experience combining project management/compliance, and/or supervisory responsibilities.

#### **SKILLS:**

Competence in use of Microsoft Office (Word, Excel, Access); Ability to meet deadlines; Knowledge of programmatic and fiscal reporting and statistical analysis of data and interpretation of results; Strong written, oral, and graphical communication skills; Organizational, analytical, and interpersonal skills; Ability to interact with a diverse constituency; Experience with data extraction and data importing for database information management; Some evening and weekend work may be required, and some interstate and intrastate travel may be required. Ability to work under stress, work independently and as a team member.

|                             |                              |
|-----------------------------|------------------------------|
| <b>FILING DEADLINE:</b>     | Posted until filled          |
| <b>SALARY:</b>              | Commensurate with experience |
| <b>LENGTH OF WORK YEAR:</b> | Twelve (12) Months           |
| <b>EFFECTIVE DATE:</b>      | Immediately                  |

**METHOD OF APPLICATION:** All interested candidates should submit a letter of application and current resume to:

Dr. H. MiUndrae Prince  
Assistant Chancellor, Human Capital, Equity and Accountability  
Education Achievement Authority of Michigan  
3022 West Grand Boulevard, Suite 14-652  
Detroit, Michigan 48202

By E-mail to [mprince@eaaofmichigan.org](mailto:mprince@eaaofmichigan.org)

*The Education Achievement Authority does not discriminate against, deny benefits to or exclude participation by any person in its programs, activities or employment on the basis of age, race, sex, color, national origin, creed, religion or handicap.*